

YOUTH SERVICES POLICY

Title: Employee Manual Next Annual Review Date: 12/14/2012	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.1
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References: References are listed in Attachment A.2.1 (c)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 12/14/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

This employee manual has been prepared to introduce employees to the Office of Juvenile Justice (OJJ) and acquaint them with information concerning policies, procedures, benefits, and other general guidelines, including the Employee Rules of Conduct. The information contained in this handbook applies to all employees and contract personnel of OJJ. Its contents should not be interpreted as a contract, expressed or implied, between the OJJ and any of its employees. Furthermore, its contents should not be interpreted as superseding federal or state laws and Civil Service Rules. This manual supersedes any previous manual and may be changed, revoked, or modified in writing by the Deputy Secretary of OJJ at any time. Although OJJ has tried to prepare a comprehensive manual, it may not address every situation that could possibly arise. Employees and contractors are responsible for knowing and adhering to the Employee Rules of Conduct portion of the manual. Any questions concerning the contents should be directed to the employee's supervisor or to OJJ's Central Office Human Resources Director.

III. APPLICABILITY:

All YS employees.

IV. POLICY:

It is the Deputy Secretary's policy that all employees shall have access to general information concerning policies, procedures, benefits, and other general guidelines, and that they be informed about the Employee Rules of Conduct and the standards and requirements OJJ expects of its staff. All employees are to be provided a copy of Attachment A.2.1 (b) for their reference; copies of the entire manual shall be made available throughout each unit at locations to be determined by the Unit Head. The Employee Manual is also accessible on the OYD Policy database in Lotus Notes.

V. PROCEDURES:

- A. All Unit Heads are responsible for recommending appropriate disciplinary action in accordance with the range of penalties and factors available.
- B. All Unit Heads are responsible for ensuring that each employee within their unit is provided a copy of this policy and its attachments.
- C. Each employee shall be required to sign Attachment (d) acknowledging receipt of the Employee Rules of Conduct. Signed receipts shall be forwarded by the Director to Central Office Human Resources.

Previous Regulation/Policy Number: A.2.1

Previous Effective Date: 9/23/2011



Attachments/References: A 2 1 (a) General Info Employee Manual 12-11.docx



A 2 1 (b) Rules of Conduct September 2011.docx



A 2 1 (c) References - 1211.docx



A 2.1 (d) Receipt - 2011.docx